



IN REPLY REFER TO:

United States Department of the Interior

FISH AND WILDLIFE SERVICE

Mountain-Prairie Region

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To: All Region 6 Employees

From: Regional Director

Subject: Regional Work Schedules

This memorandum establishes authorized work schedules for all Region 6 employees. This policy supersedes all previous instructions for hours of duty, lunch periods, compressed workweek, **and** flexible work schedules; and remains in effect until superseded.

The Regional Office and Field Offices must be officially open for business Monday thru Friday from 7:30 a.m. to 4:00 p.m., **local time**. The established work schedule for all employees in the Region is a basic workweek of 40 hours a week, 8 hours a day, scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive. Alternative work schedules are also available for employees in the Region (see attached). With supervisory approval, all full-time and part-time employees in Region 6 are eligible to participate in the alternative work schedules. While supervisors should be positive and liberal in granting the use of alternate work schedules, supervisors are also responsible for managing alternative work schedules in order to provide adequate staff during official business hours. Supervisors retain the right to exclude any employee from participation, and to terminate previously approved schedules at any time he/she determines that the schedule poses adverse agency impact or that the schedule is inconsistent with existing laws, rules, or regulations.

For additional information contact the Personnel Office at 303-236-5414.

REGION 6 WORK SCHEDULES

Any work schedule other than described below must be approved by the Deputy/Regional Director.

1. Established Work Schedule. The established basic work schedule for all employees in the Region is a basic workweek of 40 hours a week, 8 hours a day, scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive.

2. Alternative Work Schedules (see below). All alternative work schedules must be documented on Form 3-261, Documentation of Unusual Tour of Duty. This form must be approved by the supervisor.

	FOUR-DAY		GLIDING	BASIC WORK SCHEDULE
Basic Work Requirement	A full-time employee works 10 hours a day, 40 hours a week, and 80 hours a pay period. The supervisor determines the number of hours a part-time employee must work in a 4-day workweek and the number of hours in a pay period.	A full-time employee works 80 hours in 9 days a pay period, and no more than 9 hours a day. For example, under this plan, a full-time employee could work eight 9-hour days, one 8-hour day, and have 1 nonworkday during a pay period. The supervisor determines the number of hours a part-time employee must work in a 9-day period.	A full-time employee works 8 hours a day, 40 hours a week, and 80 hours a pay period. The supervisor determines the number of hours a part-time employee must work in a week. Flexible and core hours are established to include one core period with flexible hours only before and after the core period. Employees must work during the core hours or be in a leave status. Employees may vary arrival and departure times on a daily basis during the established flexible hours.	A full-time employee works 8 hours a day, 40 hours a week, and 80 hours a pay period. The supervisor determines the number of hours a part-time employee must work and the number of hours in a pay period.

Tour of Duty	The tour of duty is established by the supervisor between 6:00 a.m. and 6:00 p.m.	The tour of duty is established by the supervisor between 6:00 a.m. and 6:00 p.m.	Arrival between 6:30 a.m. and 9:00 a.m. Core hours are between 9:00 am and 3:00 pm. Departure is between 3:00 p.m. and 5:30 p.m. Departure may be at 6:00 p.m. if a 1 hour lunch period is established. See lunch period.	The tour of duty is established by the supervisor between 6:00 a.m. and 6:00 p.m, with a fixed staring time at ½ hour increments (i.e., 6 am, 6:30 am, 7 am, etc.)
	FOUR-DAY	5/4-9 PLAN	GLIDING	BASIC WORK SCHEDULE
Core Hours	Does not apply.	Does not apply.	Between 9:00 a.m. and 3:00 p.m., including a lunch period.	Does not apply.
Overtime Work	Overtime work is work ordered in advance by management and is in excess of 10 hours per day or 40 hours per week . For part-time employees overtime would be any hours in excess of the daily requirement or in excess of 40 hours per week..	Overtime work is work ordered in advance by management and is in excess of the basic daily work requirement or 40 hours per week. For part-time employees overtime would be any hours in excess of the daily requirement or in excess of 40 hours per week..	Overtime work is work ordered in advance by management and is in excess of 8 hours per day or 40 hours per week..	Overtime work is work ordered in advance by management and is in excess of 8 hours per day or 40 hours per week..

Credit Hours	Not authorized.	Not authorized.	Can be earned at a rate of 2 hours per work day and 8 hours on a non- work day. An employee can only maintain a balance of 24 hours. A one-time initial approval must be obtained from the supervisor before an employee can begin to earn credit hours. Supervisory approval must be obtained in order to use earned hours.	Not authorized.
Temporary Duty (travel, training, etc.)	At the discretion of the employee's supervisor, the employee may remain on the compressed schedule.	At the discretion of the employee's supervisor, the employee may remain on the compressed schedule.	Must follow the work schedule at the temporary work site	Must follow the work schedule at the temporary work site.
	FOUR-DAY	5/4-9 PLAN	GLIDING	BASIC WORK SCHEDULE

Lunch Period*	Required ½ hour between 11:00 a.m. and 1:00 p.m. Supervisor may authorize lunch period outside the established lunch period. A permanent 1 hour lunch may be established with approval of the supervisor by extending the work day.	Required ½ hour between 11:00 a.m. and 1:00 p.m. Supervisor may authorize lunch period outside the established lunch period. A permanent 1 hour lunch may be established with approval of the supervisor by extending the work day.	Required ½ hour between 11:00 a.m. and 1:00 p.m. Supervisor may authorize lunch period outside the established lunch period. A permanent 1 hour lunch may be established with approval of the supervisor by extending the core period.	Required ½ hour between 11:00 a.m. and 1:00 p.m. Supervisor may authorize lunch period outside the established lunch period. A permanent 1 hour lunch may be established with approval of the supervisor by extending the work day.
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<p>Timekeeping</p>	<p>ALL employees will be required to fill out bi-weekly time record that will record hours worked each day and any leave taken, the employee will submit time record to the supervisor for review. The supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. NO RECORD CAN BE ENTERED INTO FPPS WITHOUT THE SUPERVISOR'S INITIALS OR ACTING</p>	<p>ALL employees will be required to fill out bi-weekly time record that will record hours worked each day and any leave taken the employee will submit time record to the supervisor for review. The supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. NO RECORD CAN BE ENTERED INTO FPPS WITHOUT THE SUPERVISOR'S INITIALS OR ACTING</p>	<p>Due to timekeeping concerns regarding accountability of employees time and attendance, ALL employees will be required daily to fill out bi-weekly time record. The record will include the time the employee arrived and the time the employee departed, the number of hours worked, leave taken, credit hours earned, as credit hours taken. Employee will submit time record to the supervisor for review, the supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. NO RECORD CAN BE ENTERED INTO FPPS WITHOUT THE SUPERVISOR'S INITIALS OR ACTING</p>	<p>ALL employees will be required to fill out bi-weekly time record that will record hours worked each day and any leave taken. The employee will submit time record to the supervisor for review, the supervisor will review and initial the record, then submit the record to the timekeeper for input into FPPS. NO RECORD CAN BE ENTERED INTO FPPS WITHOUT THE SUPERVISOR'S INITIALS OR ACTING</p>
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* Part-time schedules of less than 5 hours are not required to include a lunch period. The supervisor will determine what is in the best interest of the office, work, mission, and employee when considering the exact schedule and work hours involved. Part-time schedules of 5 hours or more must include a ½ hour lunch period.

3. Rocky Mountain Arsenal Park Rangers (assigned to the Gate). All Park Rangers assigned to the gate at the Rocky Mountain Arsenal are exempted from taking a ½ hour lunch period. The work schedule for these Park Rangers is a straight 8 hour day. They are permitted to eat a meal while performing work, as long as the meal does not interfere with their work assignment.

Documentation. The timekeeper will maintain a file of all timekeeping related documentation for 3 years or until a Government Accounting Office audit, whichever comes first.

References

Part 226 FW Manual Chapter 1-Hours of Duty
Region 6 Memorandum dated August 18, 1999, Subj: Credit Hours
Service Director's Order No. 115, dated July 27, 1999 Subj: Credit Hours

Attachments

Part 226 FW Manual Chapter 1 Hours of Duty
Region 6 Memorandum dated August 18, 1999, Subj: Credit Hours
Service Director's Order No. 115, dated July 27, 1999 Subj: Credit Hours
Model of Gliding Schedule
Model of Compressed Schedules
Flexfinder
Sample Daily Sign In/Out Sheet
Sample Bi-weekly Time Record